STATE OF CALIFORNIA Arnold Schwarzenegger, Governor

MILITARY DEPARTMENT
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road - P.O. Box 269101
Sacramento, California 95826-9101



CAJS-J1-SP

8 September 2009

MEMORANDUM FOR Supervisors and Managers of State Civil Service and State Active Duty Service Members

SUBJECT: State Personnel Policy Memorandum 2009-12 2009 Flu Season – Guidance for Supervisors and Managers

- 1. The Department of Personnel Administration has issued the "2009 Flu Season Guidance for Supervisors and Managers" regarding the H1N1 and seasonal flu viruses. This concerns all Military Department State Active Duty members and State Civil Service employees. Please read the attached document and I encourage each and every supervisor and manager to go to the referenced links in the attachment for further guidance and information.
- 2. DPA's memo also offered guidance on using alternative work week schedules, telework, and flextime for employees who might otherwise miss work due to H1N1 and seasonal flu viruses.
- 2. Please feel free to contact the State Personnel office at 916-854-3310, DSN 466-3310, if you have additional questions or concerns.

FOR THE ADJUTANT GENERAL:

Enclosure

DPA Memo 2009 Flu Season (31 Aug 09)

Jeffrey W. Magram (8 September 2009)
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DISTRIBUTION: A, F and M

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31 August 2009

## 2009 Flu Season - Guidance for Supervisors and Managers

## What we're doing

We're working with the Governor's Office, the California Department of Public Health, the Department of Personnel Administration (DPA), and other State and federal agencies to ensure the health of our employees and continuity of government services.

Along with this letter and the one to employees, DPA issued a memo to personnel offices with guidelines for using employee leave credits. DPA's memo also offered guidance on using alternate work week schedules, telework, and flextime for employees who might otherwise miss work.

DPA will post updates on their website as information develops.

## Keep the workplace safe

The California Department of Public Health and the federal Centers for Disease Control and Prevention recommend:

- Recommend that employees stay home or go home when they are sick with influenza symptoms. Staff with symptoms of influenza (fever and cough, sore throat, or runny nose) should stay home until they are fever-free for 24 hours without using fever-reducing medications. Employees should not come back to work with a fever.
- Review your leave policies. Work with your personnel office if you have questions.
- If you have increasing absenteeism due to employees home sick with influenza symptoms, protect remaining employees against the spread of influenza by limiting meetings and conferences. Instead of face-to-face meetings and conferences, consider using email, telework, web- and teleconferences.
- Maintain a supply of face tissues and access to handwashing facilities or hand hygiene products (alcohol-based hand sanitizer), and make these available throughout the workplace.
- Place disinfectant wipes in commonly used places. Encourage employees to disinfect commonly touched hard surfaces in the workplace, such as work stations, counter tops, and door knobs.
- Post signs informing people to "cover their cough" and wash their hands in facility locations such as entrances, visitation rooms, notice boards, conference rooms, break rooms, and restrooms, where feasible and appropriate. Examples of these posters in English and other languages can be found at:
  - o <a href="http://www.cdph.ca.gov/programs/immunize/Pages/WashYourHands.aspx">http://www.cdph.ca.gov/programs/immunize/Pages/WashYourHands.aspx</a>

## For more information

See the <u>Information for Businesses and Employers page</u> from the California Department of Public Health. This page has links to the latest information and guidance from medical professionals.

Look for <u>updates on DPA's website</u> as information develops.